

1269.c

STENOGRAPHY

OR AN

EASY SYSTEM

OF

SHORT-HAND WRITING.

By the Rev. W. GRAHAM.

EDINBURGH:

PRINTED FOR JOHN BELL, PARLIAMENT CLOSE.

M,DCC,LXXXVII.

ENTERED IN STATIONERS HALL.



T O
THE BRITISH YOUTH;

ESPECIALLY TO
STUDENTS OF DIVINITY, OF LAW,
AND OF PHYSIC,

THE FOLLOWING
EASY SYSTEM OF SHORT-HAND WRITING
IS MOST HUMBLY INSCRIBED,

BY
THEIR MUCH DEVOTED,
AND
MOST HUMBLE SERVANT,
THE AUTHOR.



P R E F A C E.

THE Author of the ensuing System avoids any attempt to forestal the judgment of the public concerning it. Comparing it with other productions of a similar title, Gentlemen will judge for themselves. All he respectfully asks, is a FAIR comparison and an EQUITABLE sentence.

He begs leave, however, to point out those things in which, it is presumed, its superior merit consists.

1. The SIMPLICITY of the alphabetic characters. While some of the most celebrated systems have admitted two or three different characters to denote one letter; and while even these are rendered still more embarrassing, by giving them certain *twirls*, *bendings*, and *inclinations*; this which is now offered to the world, allows of only one character for every letter, and these are the most simple imaginable. They are either the circle, some segment of the circle, or some straight line subtending these segments.

2. The FACILITY and ease with which the characters combine in the formation of words. They are so arranged, that they not only join with the
utmost

P R E F A C E.

utmost ease and beauty ; but such characters as are most readily formed, are appropriated to mark those sounds which most frequently occur in the English language.

3. The **BREVITY** and distinctness with which the inseparable prepositions and the terminations, both simple and compound, are marked, must strike any one who compares this system with those which are even most esteemed, and are in general practice.

4. The art of Abbreviation, as it is laid down in the **SECOND PART**, claims the attention of all who wish to keep pace with public speakers. The rules are not only *few*, but they are capable of being almost constantly applied. There are few sentences of any considerable length, in which they may not be used with the greatest readiness and advantage.

— *Si quid novisti rectius istis
Candidus imperti ; Si non, his utere mecum.*

S T E N O.

STENOGRAPHY.

STENOGRAPHY is the art of writing swiftly. To accomplish this end, the most simple characters must be chosen; these must be alphabetically arranged in such an order, that those sounds which most frequently occur in the English language, may be denoted by those marks which are most readily written: They must join with ease, distinctness and beauty; all quiescent consonants must be rejected; the vowels must be excluded; and, in short, every mode of contraction, consistent with perspicuity, must be adopted, according to a system of plain and universal rules.

Stenography, therefore, naturally divides itself into two parts. The **FIRST** contains the doctrine of the Stenographic characters, together with their various uses. The **SECOND** exhibits the art of Abbreviation.

P A R T I.

Of the Stenographic Characters, with their various Uses.

The characters appropriated, in this system, to the alphabetical arrangement of sounds, are most simple. They are either the circle; some segment of the circle, or some of those straight lines by which these segments are subtended. *Vid.* Table I.

The

The arrangement of the characters is such as makes their junction easy, expeditious, and agreeable to the eye : And, according to their different relative positions, they serve for an alphabet ; for the initial consonants of such words as begin with a vowel or a diphthong ; for prepositions ; for terminations ; and for arithmetical numbers.

C H A P. I.

Observations on the Alphabet. Vid. Table II.

I. Those consonants which are pronounced by the same organ, are also, in their figure, likest one another, in order that, if, in the hurry of writing, the character be not distinctly formed, all difficulty of deciphering may be, notwithstanding, wholly prevented. Thus, *P* is like *B*, with this difference, that the former is curved at the bottom as well as at the top. *D* is like *T*, only reclining to the right. *F* resembles *V*, only the former raises its top above the line ; while the latter measures only the depth of the line. *G* hard is like *Q* ; yet the first is always formed from the top, and the last from the bottom. *G* hard and *C* hard, or *K*, are similar in figure as well as sound ; yet the former is straight, the latter is curved at the bottom. In fine, *R* and *V* seem to resemble one another ; yet their distinction

tion is obvious. The first is the *hair-stroke*, made always from the bottom; the latter is a black stroke, formed always from the top.

2. *C* hard and *K*, *C* soft, *S* and *Z*; *G* soft and *J*; *W* and *Wh*, approach one another so much in sound, that; without any danger of ambiguity, they are represented respectively by the same character.

3. The characters must be distinctly written at the beginning of words, *H* and *W* excepted in the following cases.

H being a mere aspirate, may be omitted at the beginning of words consisting of more than one syllable; and its place may be supplied by writing the next consonant, as directed in Chap. III.

W may be omitted at the beginning of words, when it is immediately followed by *R*; as in *Wrangle*, *Write*, *Wrought*, *Wreck*, &c.

4. Letters of the same organ may be interchanged in the middle or end of words, when convenience or speed requires it. Thus, when *G* hard, *C* hard, or *K* follows a letter ending at the lower part of the line, the letter *Q* may be substituted. (*Vid.* Tab. XI. No 1.) *et vice versa*. *Took*, *Book*, *Beg*, *Rob*, *Require*, &c.

5. *H*, *W*, and *Y* must never be written in the middle or end of words.

6. *X*, *acce*, *exce*, in the beginning, middle, and end of words may be written by a dash through the

B

next

next consonant. *Vid.* Tab. XI. No. 2. *Express, Exercise, Vex, Mixture, Dexterous, &c.*

7. When a letter is repeated, a vowel intervening, let the character be written twice as along as it is commonly written. *Vid.* Tab. XI. No. 3. *Thought, Bab. Prayer, Favour.*

Cic, sis, sus, sys, ceas, &c. are written by a peculiar character marked among the double consonants. *Vid.* Tab. III.

C H A P. II.

Observations on Double and Treble Consonants.
Vid. Tab. III.

The double and treble consonants are not different from the simple characters conjoined, and may be written more readily than not a few of the single alphabetic characters of some of those systems which are otherwise most justly esteemed.

Though *cis, sis, sys sus, &c.* be properly syllables, yet, as one character serves to denote them, it is subjoined to the list of double consonants.

C H A P. III.

Observations on Initial Characters, preceded by a Vowel or a Diphthong. *Vid.* Tab. IV.

1. Vocal sounds are heard chiefly at the beginning and the end of words. Art must therefore supply

supply the want of vowel-characters, in both places, by some expedient. Wherefore,

2. All initial vocal sounds, whether vowels or diphthongs are sufficiently marked, by writing the first consonant of the word, as directed in Table IV. where some rise above the line, as *B* and *D*, and others are distinguished by a gentle short hair-stroke at top, as *F*, *V*, *T*: the liquids *M*, *N* are long horizontal curves: *L* is double its usual length: and *S* is written in an oblong, inclining position, while *R* has a dot at bottom.

3. The examples on the right of the Table make all plain; and are, *Absolute*, *Account*, *Admonish*, *Affair*, *Aggregate*, *Adjust*, *Allege*, *Empire*, *Anchor*, *Appeal*, *Urge*, *Attain*, *Author*, *Award*, *Heaven*, *Aspire*, *Assist*.

C H A P. IV.

Observations on the Prepositions, both simple and compound. Vid. Tab. V. and VI.

1. Almost all the simple prepositions are the alphabetic characters standing near unto, but disjoined from the radical part of the word, and sometimes from the termination only.

2. The compound prepositions are formed of the simple prepositions connected, and standing near unto, but separate from the body or the termination of the word,

N. B. The letter (a) in Tables V. and VII. is only used to represent the line, and to shew where the preposition or termination is to be placed, whether at the top; middle, or bottom of the line.

3. The examples on the right of each table make all plain ; and are *Benefactor, Superabound, Circumcise, Support, Disorder, Foresight, Conduct, Counteract, Import, Interest, Propose, Transgress, Withstand, Extravagant, Sanctify, Satisfy, Magnify, Omniscient, Mistake, Discontent, Disinterest, Dissatisfaction, Inconsistent, Misconduct, Concomitant, Contradistinguish, Represent, Misrepresent, Misunderstand, Improper, Preposterous, Reconcile, Transubstantiation, Consubstantiation.*

CHAP V.

Observations on the Terminations, both simple and compound. Vid. Tab. VII. and VIII.

1. The terminations are marks disjoined from the radical part of the word, and are all (a few excepted) placed either above or on the right of the word, and on the upper part of the line.

2. The compound terminations are generally formed by joining or repeating the simple terminations.

3. The examples on the right of each table make all easy ; and are *Righteous, Rightly, Writing, Practical, Satisfaction, Contrary, Trouble, Recommend, Comment,*

Comment, Discontentment, Candle, Stablifh, Fellowship, Towards, Themselves, Righteoufly, Rectify, Cunningly, Practically, Truthfully, Commencing, Commanding, Warranting, Commendable, Warrantablenefs.

CHAP. VI.

Of Numbers and Punctuation.

1. Gentlemen who chufe, or, upon particular occasion, find it neceffary to keep fecret accounts, may apply the Stenographic characters to denote the nine digits. *Vid. Tab. XI. No. 4.*

2. There is no neceffity for being fo accurate in punctuation, in writing fhort-hand, as in writing in the common character. Two points or ftops only are neceffary. The comma and the femicolon may both be marked by the ordinary comma in its ufual pofition. The colon and the period, may be marked by a comma placed at the upper part of the line. *Vid. Tab. XI. No. 5.*

PART II.

Of Abbreviation.

While writing after a public fpeaker, every mode of contraction is neceffary. But, to avoid obfcu-
rity

rity and confusion, RULES must be observed. These ought to be few, adequate, and universal in their application.

CHAP. I.

Abbreviation by certain Omissions.

1. The English language being loaded with quiescent letters, all these may be omitted; as *gh* in *night, light*.
2. *H* and *W* in the middle and end of words must be dropt; as, *Jova* for *Jehova*, *dra* for *draw*.
3. *S*, the sign of the plural of nouns; together with *s*, *eth*, *ed*, *est*, terminations in the tenses of verbs must be omitted.

CHAP. II.

Abbreviation by the Dot,

As the dot is most expeditiously made, it ought to be used as a significant character in every possible position. Besides its uses, as marked in the tables, the following deserves particular notice.

1. A dot put before any character in the middle of the line, denotes not only the inseparable prepositions *in*, *un*, *im*, but also the separable prepositions *in* and *into*. *Vid.* Tab. XI. No. 6. *In truth. In Christ.*

2. A dot put before any character or word, on the top of the line, denotes the articles *a* and *an*, and also the conjunction *and*. *Vid.* Tab. XI. No. 7. *A man. An empire. And all men.*

3. A dot put before any word at the bottom of the line, denotes the definite article *the*. *Vid.* Tab. XI. No. 8. *And the Lord spake unto Moses.*

4. A dot put immediately below any simple character or below any double consonant, denotes it to be the initial of some familiar word, which the connection will readily suggest.

5. Two dots below two characters denote them to be the initials of two familiar words connected by the conjunction *and* or *or*; or related by the intervening preposition *of*. *Vid.* Tab. XI. No. 9. *Peace and truth. Saint and sinner. Sea or land. Love of piety. Horrors of vice.*

6. Two dots above a word denote that it must be repeated with or without some intervening word. *Vid.* Tab. XI. No. 10. *In as much as. My son, my son. The temple of the Lord,—the temple of the Lord are these.*

7. A dot below any Roman capital marks it as the initial of the proper name of some person or place. *Vid.* Tab. XI. No. 11. *Abraham, England, London.*

CHAP. III.

Abbreviation by Combinations.

Words which frequently occur, and are, on that account, least liable to be mistaken, may be combined with other words with which they agree in construction. These are chiefly the pronouns and the auxiliary verbs.

SECTION I.

The Combination of Pronouns. Vid. Tab. IX.

Rule I. Pronouns of every class, in the nominative, case may be joined to the auxiliaries or the verbs, with which they are constructed. *Vid. Tab. XI. No. 12. They will. We may. We love. They repented.*

Rule II. All possessive, demonstrative, and indefinite pronouns may be combined with the noun with which they agree. *Vid. Tab. XI. No. 13. His love. My Redeemer. Your souls. Our trust. This man. All refuge. Few days.*

Rule III. Personal pronouns, in the oblique cases, are marked with a dash under the verb or preposition which governs them. *Vid. Tab. XI. No. 14. Who loved me, and gave himself for me.*

SECT.

S E C T. II.

Combination of the Auxiliary Verbs. Vid. Tab. X.

Auxiliary verbs, in the English language, fill a very considerable portion of every page. To contract them, therefore, will much abridge the labour of the pen, and enable the writer to follow the most rapid speaker. This may be done by the following rules.

Rule I. The whole auxiliary verb, *to be*, in all its modes, tenses, and persons, may be expressed by a dot under its nominative. *Vid. Tab. X. No. 1.*

Rule II. The auxiliary, *to have*, in all its modes, tenses, and persons, may be marked by a dot above its nominative. *Vid. No. 2.*

Rule III. When both these auxiliaries meet, they may be expressed as in No. 3.

Rule IV. When the adverb *not* or *never* comes between these auxiliaries, or follows any one of them, they may be written as in No. 4, 5, and 6.

Rule V. None of the other auxiliaries must be combined with their nominatives, unless they be pronouns; but they may be combined with one another, and with the intervening negative, as in the remaining *numbers* of the table.

Rule VI. In the beginning of sentences, it will be most eligible to write the auxiliary by its proper

C

character.

character. *Vid. Tab. XI. No. 15. Be it so. Being in the city. Have any called. Having a desire to depart.*

C H A P. IV.

Abbreviation by a Dash.

1. Adverbial phrases, beginning with *'tis, it is, there is, there are, &c.* and followed by *that*; and those which begin with *in, by, with, &c.* and are followed by *to* or *of*, are sufficiently marked by writing the principal word only, with a dash under it. *Vid. Tab. XI. No. 16. It is true that. There are many who. In regard to. In respect of.*

2. In writing Scripture-texts, it is often sufficient to mark the principal words with a dash between them. *Vid. Tab. XI. No. 17. Come unto me all ye that labour and are heavy laden, and I will give you rest.*

C H A P. V.

Abbreviation by Rhetorical Characters.

In composing ordinary discourses, the labour of writing will be much shortened, if, after having distinctly studied the subject, the illustration of the several divisions be referred to certain well known

COMMON

COMMON PLACES, necessary to every just amplification. The principal of these are seven, *viz.*

1. Enumeration of parts,	-	-	-	P
2. Causes,	-	-	-	C
3. Effects,	-	-	-	E
4. Ends,	-	-	-	E
5. Adjuncts,	-	-	-	A
6. Similies,	-	-	-	S.
7. Contraries,	-	-	-	+

R U L E.

Mark the common place, which suits the nature of the subject, by its proper signature in the foregoing table; then subjoin those words, with a dash between them, which serve to call up the leading ideas. *Vid.* Tab. XI. No. 18. *The grave is the place appointed for all living. There the emperor and the mendicant, the conqueror and the slave, the infant and the man of grey hairs, the saint and the savage, lie equally low. There beauty putrifies in corruption. There the sturdy arm of youth lies torpid and benumbed, unable to shake off the worms which devour its brawny muscles, and riot on its marrow.*

C H A P. VI.

Abbreviation by arbitrary Characters.

As the preceding system is not intended for Gentlemen of any one particular profession; and as it would

would be impossible to frame tables of arbitrary characters suited to all the learned professions ; it is therefore humbly recommended to Students of Divinity, of Law, and of Physic, to frame lists of such characters as are best adapted to their own peculiar line, which will not only be of eminent advantage to them in taking down public lectures, and in making extracts, but, when mixed with the characters of this system, will render their manuscripts properly their own.

F I N I S.

6 FEB 67



Table I.

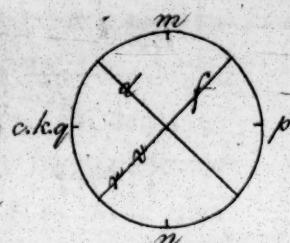
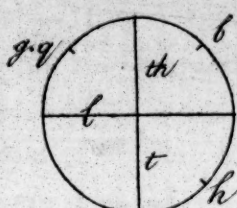


Table II. The Stenographic Alphabet.

Sounds.	Char.	Significations.
B	\	Be, by, but.
C soft, S & Z	o	As, us, is, use, ease.
D	\	Do, did, could, would, should.
F & V	l	From, faith, father, of.
G hard	c	Give, go, Great, good.
G soft & J	s	Jesus, Object, Subject.
H	l	He, her, how, here, hear.
H & C hard	(	Can, concerning, Covenant.
L	-	Shall, will.
M	u	Me, my, may, might, must.
N	u	One, own, on, upon, not, no, none.
P	)	People, Person.
Q	(	Question.
R	/	Or, Nor.
T	l	To, too, toe, unto.
W & Wh	q	We, who, what, which, with.
X exee acoe	x	Christ.
Y	o	You, ye, yea, your, year.

Table III. The Double & Treble Consonants.

<i>Sounds.</i>	<i>Char.</i>	<i>Significations.</i>
<i>Sc, sch.</i>	<i>c</i>	<i>Sake, seek, sacrifice, aste.</i>
<i>Sh</i>	<i>ſ</i>	<i>She, shew, shoe.</i>
<i>Ch, tch, ge</i>	<i>~</i>	<i>Such, each.</i>
<i>St</i>	<i>p</i>	<i>State, estate, seat, suit, sit, sat.</i>
<i>Th</i>	<i>l</i>	<i>That, thou, thee, they, thy.</i>
<i>Sp</i>	<i>g</i>	<i>Spirit.</i>
<i>Sm</i>	<i>o</i>	<i>Some, sum, same, seem.</i>
<i>Sn</i>	<i>e</i>	<i>Son, sun, sin.</i>
<i>Spr</i>	<i>y</i>	<i>Supper</i>
<i>Thr</i>	<i>v</i>	<i>Their, there, through.</i>
<i>Sis, sus, svs, cis</i>	<i>o</i>	<i>Seize, cease, Economy.</i>





Table IV. Initial Consonants preceded by Vowels.

Sounds.	Char.	Significations.	Examp.
At, Ab, &c	\	Above, about, habit	D
Ac, ack	(	act, acknowledge	G
Ad, id &c	\	add, idea, dead, deed	W
Aff, af	1	if, after	l
Ag, agg. (hard)	ʃ	Again, Against	h
Ag (soft) Adj	ʃ	Age, edge, adjunct	j
All	—	ill, whole	—
Am	—	Eminent	—
An	—	one, even, on, upon	—
Ap, App	)	Up, apt, adapt, adept	2
Ar	✓	are, were, err, error, our, hour	A
At	1	at, it, out, ought	1
Att	1	oath, atheist	1
An	9	awe, owe, await	h
Av	1	have	1
As, asp	0	us, use, ease	0
Apsis	8	Apsize	9





Table VI Compound Inseparable Prepositions

Prepositions.	Examples.
z Discon, discom.....	zi'
v Disin, disinter.....	vi'
y Disatis.....	yi'
c Incom, Incon.....	ci'
r Miscon.....	ri'
e Concom.....	ei'
q Contradis.....	qi'
d Repre, Reper.....	di'
w Misrepre.....	wi'
~ Misunder.....	~p'
d Impro, imper, unpre.....	dy'
3 Prepost.....	zi'
A Recom, recon.....	ai'
b Transub.....	bi'
6 Consob.....	bi'

Table VII. Simple Terminations.

Terminations.	Examples.
α Ance, encc, ous, less, nefs.....	Λ
æ y, ly, ty, fy, or any vocal. Sound.....	Λ.
α. ing, on, ong, gn, tion, fsion.....	Λ.
α ^e ick, tick, tical.....	ν ^e
α' fication, faction.....	f
ā Ary, Airy.....	ē
ā ble, ple, fil, ful, tial, cial.....	V
α ^o and, end, est.....	α ^o
α' ent, ant, est.....	c ^o
â ment.....	ēh
ā ^o gle, dle.....	ē.
ā ish, ablish.....	p̃
α Ship.....	h
9 ward.....	19
α ^o Self, Selves.....	h ^o





Table VIII Compound Terminations.

<i>Terminations.</i>		<i>Examples.</i>
$\alpha^{\cdot\cdot}$	<i>ousness, lessness</i>	$\Lambda^{\cdot}$
$\alpha^{\cdot}$	<i>ily, ity, ify</i>	$\lambda^{\cdot}$
$\alpha^{\cdot\cdot}$	<i>ingly</i>	$C^{\cdot\cdot}$
$\alpha^{\cdot}$	<i>tically</i>	$\gamma C^{\cdot}$
$\bar{\alpha}$	<i>bly, ply, bility, fully</i>	$\bar{\eta}^{\cdot}$
$\alpha^{\cdot\cdot}$	<i>ancing, encing</i>	$C^{\cdot}$
$\alpha^{\cdot}$	<i>anding</i>	$\bar{c}^{\cdot}$
$\alpha^{\cdot}$	<i>anting</i>	$\gamma^{\cdot}$
$\alpha^{\cdot}$	<i>endable</i>	$\bar{c}^{\cdot}$
$\bar{c}$	<i>antaldeness</i>	$\gamma^{\cdot}$

Table IX. The Pronouns.

I. Personal Pronouns in the Nominative case

I: A; thou, they: S; he: S; she: A; it: V; We: d; Ye, you.

II. Personal Pronouns in the Oblique Cases.

me: I thee: S; Him: S; her: A; it: o; us: d; you: h; them.

III. Possessive Pronouns.

my: I his: l; her: A; Its: d; your: V; thy: S; Our.

IV. Relative & Demonstrative Pronouns.

I; this, these, those: l; that: V; who, which: V; Whom.

V. Indefinite Pronouns.

any, all: V; no; none: m; many: Every: S; such, each, f, few.





Table X. The auxiliary Verbs.

N ^o	Auxiliaries	Examp ^s :
1.	I. I am, was, be	I a
2.	I. I have, had	I h
3.	I. I have been	I h
4.	I. I am not	I n
5.	I. I have not	I h
6.	I. I have not been	I h
7.	I. I shall, will	I s
8.	I. I will not	I s
9.	I. I shall not be	I s
10.	I. I shall not have	I s
11.	I. I shall not have been	I s
12.	I. I may, might must	I m
13.	I. I may be	I m
14.	I. I may have been	I m
15.	I. I must not	I m
16.	I. I might not have been	I m
17.	I. I can	I c
18.	I. I cannot	I c
19.	I. I cannot have been	I c
20.	I. I could, would, should	I c
21.	I. I could not	I c
22.	I. I would not have been	I c
23.	I. To be	I b
24.	I. To have been	I b

Table XI. References.

N ^o	
1.	v, r, s, u.
2.	x, x ^e , x, p, y.
3.	1, 3, v, /.
4.	{1, 2, 3, 4, 5, 6, 7, 8, 9, 0, 1787. £137, 19, 7 /1, /1, -, c, ~, o, o, ~. L "D"
5.	:r, a c i. b :p
6.	.q, x.
7.	v, s, av.
8.	L 21 M.
9.	?, o, σ, p, a.
10.	ö, ü, h.
11.	A, E, L.
12.	l, h, q, b.
13.	n, w, s, M, h, ah, fi.
14.	q, T, L.
15.	110; 1:8; 1ac; 1.81N.
16.	v, m, M, S.
17.	C - l - r - s.
18.	P a 2 t a - x - v - w - 7 - f -



6 FE 67

[To face the Specimen from Dr Blair's Sermons.]

S E R M O N V.

JOHN xvii. 1. *Jesus lift up his eyes to heaven, and said, Father! The hour is come;—*

THESE were the words of our blessed Lord on a memorable occasion. The feast of the passover drew nigh, at which he knew that he was to suffer. The night was arrived, wherein he was to be delivered into the hands of his enemies. He had spent the evening in conference with his disciples; like a dying father in the midst of his family, mingling consolations with his last instructions. When he had ended his discourse to them, he *lifted up his eyes to heaven*, and, with the words which I have now read, began that solemn prayer of intercession for the Church, which closed his ministry. Immediately after, he went forth with his disciples into the garden of Gethsemane, and surrendered himself to those who came to apprehend him.

Such was the situation of our Lord at the time of his pronouncing these words. He saw his mission on the point of being accomplished. He had the prospect full before him, of all that he was about to suffer.—*Father! the hour is come.*—What hour? An hour the most critical, the most pregnant with great events, since hours had begun to be numbered, since time had begun to run. It was the hour in which the Son of God was to terminate the labours of his important life, by a death still more important and illustrious; the hour of atoning, by his sufferings, for the guilt of mankind; the hour of accomplishing prophecies, types and symbols, which had been carried on through a series of ages; the hour of concluding the old, and of introducing to the world the new dispensation of religion; the hour of his triumphing over the world, and death, and hell; the hour of his erecting that spiritual kingdom which is to last for ever. Such is the hour, such are the events, which you are to commemorate in the sacrament of our Lord's Supper. I shall attempt to set them before you as proper subjects, at this time, of your devout meditation. To display them in their genuine majesty, is beyond the ability of man.

*A Specimen from D.^r Blair's Sermons.
Sermon V.*

[illegible]



